

**PLACER MOSQUITO & VECTOR CONTROL DISTRICT**  
**BOARD OF TRUSTEES**  
2021 Opportunity Drive  
Roseville, CA 95678  
**REGULAR BOARD MEETING**  
**AGENDA**

**September 15, 2025, 4:30 PM**

[www.placermosquito.org](http://www.placermosquito.org)

This meeting will be conducted in person and via teleconference. Trustees may, as provided by law, participate remotely under some circumstances. The Board encourages the public to participate remotely by calling (408) 638-0968 and when prompted, enter the Meeting ID: 834 9495 2028 or <https://us06web.zoom.us/j/83494952028>

Page

[Board of Trustees](#)

Sandy Bendorf  
City of Auburn

Will Stockwin  
City of Colfax

Peter Gilbert  
City of Lincoln

Russ Kelley  
Town of Loomis

Merry L. Holliday-  
Hanson, Ph.D.  
Placer County

Jill Gayaldo  
City of Rocklin

Ross Hutchings  
City of Roseville

General Manager  
Joel Buettner

- |       |           |   |
|-------|-----------|---|
|       | <b>1</b>  | <b>Call to Order</b>  |
|       | <b>2</b>  | <b>Roll Call</b>  |
|       | <b>3</b>  | <b>Pledge of Allegiance</b>   |
|       | <b>4</b>  | <b>Agenda Review</b>  |
|       | <b>5</b>  | <b>Public Comment</b><br><i>Members of the public shall be allowed to address the Board of Trustees on items which are of interest to public and which are within the jurisdiction of the Board, before or during the Board's consideration of the item; however, no action shall be taken on any item not appearing on the agenda unless otherwise authorized by the Board pursuant to Government Code Section 54954.2(b). It is requested that comments be limited to no more than 5 minutes.</i> |
|       | <b>6</b>  | <b>Consent Agenda – Action item</b>   |
| 3-4   |           | A. Minutes of the August 18, 2025, Regular Board Meeting  |
| 5     |           | B. Acknowledge Warrants Issued August 2025  |
| 7-12  | <b>7</b>  | <b>Board Review and Consideration of Resolution 2025-18 Amending Resolution 2025-08 To Approve Corrected Appendix A to The Fiscal Year 2025-26 District Budget – Action item</b>  |
| 13-31 | <b>8</b>  | <b>Board Review and Consideration of 2025 Administration Reorganization Plan – Action item</b>  |
|       | <b>9</b>  | <b>Staff Reports</b>  |
|       |           | A. Eastern Placer Report – Angella Falco  |
| 33-37 |           | B. Public Information and Outreach Report – Julie Prayerter   |
| 39-42 |           | C. Field Operations and Surveillance Report – Jake Hartle   |
| 43-46 |           | D. General Manager's Report – Joel Buettner   |
|       | <b>10</b> | <b>Board/Staff General Discussion</b>   |

**11 Announcements**

- A. The next regular Board meeting will be held October 20, 2025, at 4:30 PM at 2021 Opportunity Drive., Roseville, CA 95678

**12 Adjournment**

*In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District at (888) 768-2343, fax (916) 380-5455, and/or send e-mail to [info@placermosquito.org](mailto:info@placermosquito.org). Requests must be made as early as possible and at least one-full business day before the start of the meeting. Documents and materials relating to an open session agenda item that are provided to the PMVCD Board less than 72 hours prior to a meeting will be available for public inspection and copying at 2021 Opportunity Drive, Roseville, CA 95678.*

Placer Mosquito & Vector Control District  
Board of Trustees Special Board Meeting – Minutes  
August 18, 2025, 4:30 PM  
Placer Mosquito & Vector Control District Office  
2021 Opportunity Drive, Roseville, CA 95678

This meeting will be conducted in person and via teleconference. Trustees may, as provided by law, participate remotely under some circumstances. The Board encourages the public to participate remotely by calling (408) 638-0968 and when prompted, enter the Meeting ID: 836 8676 6793 or <https://us06web.zoom.us/j/83686766793>

- 1. Call to Order:** President Stockwin called the meeting to order at 4:30 PM.
- 2. Roll Call:** Trustees Jill Gayaldo, Peter Gilbert, Merry Holliday-Hanson, Ross Hutchings, Russ Kelley and Will Stockwin were present. Trustee Bendorf was absent with notification.  
**District Employees Present:** Manager Joel Buettner, Jake Hartle, Isabel Alvarez, Nikki Rockwell, Julie Prayter and Will Joseph.

Manager Buettner Introduced Julie Prayter, Public Information Officer and Will Joseph, Social Media Intern.

3. **Pledge of Allegiance** was led by President Stockwin.
4. **Agenda Review:** *Manager Buettner requested that Item B (Public Information and Outreach Report) be presented before Item A. (Eastern Placer Report). The Board approved the Agenda with this change*
5. **Public Comment:** There were none
6. **Consent Agenda**
  - A. Minutes of the July 21, 2025, Regular Board Meeting
  - B. Acknowledge Warrants Issued July 2025
  - C. Financial Report: Fiscal Year Ended June 30<sup>th</sup>, 2025

*A motion to approve the Consent Agenda was made by Trustee Gilbert, seconded by Trustee Holliday-Hanson, unanimously approved no abstentions.*

*Ayes: Trustees Gayaldo, Gilbert, Holliday-Hanson, Hutchings, Kelley and Stockwin*  
*Noes: ∅ Abstain: ∅ Absent: Trustee Bendorf*

- 7. Staff Reports**
- A. Public Information and Outreach Report – Julie Prayerter
    - **Social Media Intern Presentation**  
Mr. Joseph gave a presentation on the social media internship. The presentation slides will be attached to the Board Packet. The Board and staff thanked Mr. Joseph for his excellent presentation and for all his help as an intern this summer.
  - B. Eastern Placer Report – Mr. Hartle gave a verbal update.
  - C. Field Operations and Surveillance Report – A written report was submitted. No additional items were reported.
  - D. General Manager Report – A written report was submitted. No additional items were reported.
- 8. Board/Staff General Discussion: There were none**

**9. Announcements**

- A. The District office will be closed on September 1, 2025 in observance of the Labor Day Holiday.
- B. The next regular Board meeting will be held September 15, 2025, at 4:30 PM at 2021 Opportunity Drive., Roseville, CA 95678

*Adjourned to Closed Session at 5:03 PM*

**10. Closed Session**

- A. Public employee performance evaluation: General Manager (*pursuant to Government Code Section 54957*).

*Open Session reconvened at 5:45 PM.*

**11. Report from Closed Session:** nothing to report

**12. Adjournment:**

President Stockwin adjourned the meeting at 5:45 PM.

Minutes approved by the Board and dated, this 15<sup>th</sup> day of September 2025, after passage.

Will Stockwin, Board President: \_\_\_\_\_

Attest:

Isabel Alvarez, Board Secretary: \_\_\_\_\_

## Warrants August 2025

Payment Date	Payment Type	Supplier	Invoice Amount
8/1/2025	Check	US BANCORP	11,772.78
8/6/2025	Automatic Wire Payment	CALPERS	45,369.47
8/8/2025	Check	FUTURE FORD INC	761.76
8/8/2025	Check	STAR INDUSTRIES	565.00
8/8/2025	Check	MIDAMERICA ADMINISTRATIVE & RETIREMENT SOLUTIONS LLC	4,354.99
8/8/2025	Check	PATRICK CLARK CONSULTING	1,500.00
8/8/2025	Check	HAURY, RITA E	528.16
8/8/2025	Check	MEDPRO WASTE DISPOSAL LLC	266.44
8/8/2025	Check	HUNT & SONS LLC	2,441.34
8/8/2025	Check	GOSS, GEORGE	954.90
8/8/2025	Check	VESTIS GROUP INC	244.78
8/8/2025	Check	BASIN AVIATION INC	171,979.76
8/8/2025	Check	LIBERTY UTILITIES CO	105.33
8/8/2025	Check	OPTIMUM	161.35
8/8/2025	Check	AMAZON CAPITAL SERVICES INC	1.87
8/8/2025	Check	AMAZON CAPITAL SERVICES INC	394.24
8/8/2025	Check	AMAZON CAPITAL SERVICES INC	16.14
8/8/2025	Check	AMAZON CAPITAL SERVICES INC	92.20
8/8/2025	Check	AMAZON CAPITAL SERVICES INC	207.96
8/8/2025	Check	AMAZON CAPITAL SERVICES INC	92.89
8/8/2025	Check	AMAZON CAPITAL SERVICES INC	96.06
8/8/2025	Check	BURCHAM, KAREN LYNNE	954.90
8/8/2025	Check	PACIFIC GAS & ELECTRIC COMPANY	121.84
8/8/2025	Check	ARNAUDO BROS LP	2,361.55
8/8/2025	EFT Child Support	CASDU - California State Disbursement Unit (SDU)	736.61
8/11/2025	Check	ZIONS BANCORPORATION NA	324,476.90
8/12/2025	Check	STAR SECURITY SOLUTIONS INC	8.08
8/12/2025	Check	PATRICK CLARK CONSULTING	1,500.00
8/12/2025	Check	VESTIS GROUP INC	188.25
8/12/2025	Check	ENTERPRISE FM TRUST	24,254.82
8/12/2025	Check	VWR FUNDING INC	53.82
8/12/2025	Check	FUTURE FORD INC	357.78
8/19/2025	Check	US BANK NA	186.87
8/19/2025	Check	SOUTHWEST GAS CORP	11.00
8/19/2025	Check	ES OPCO USA LLC	1,481.57
8/19/2025	Check	BUCKMASTER BUSINESS MACHINES	64.13
8/19/2025	Check	HARRIS INDUSTRIAL GASES	130.92
8/19/2025	Check	INFINITY TECHNOLOGIES	6,819.00
8/19/2025	Check	INFINITY TECHNOLOGIES	3,205.00
8/19/2025	Check	CLARKE MOSQUITO CONTROL PRODUCTS INC	11,321.83
8/19/2025	Check	JOHNSON CONTROLS SECURITY SOLUTIONS LLC	2,217.37
8/19/2025	Check	ADAPCO LLC	65,995.36
8/19/2025	Check	ADAPCO LLC	57,383.04
8/22/2025	EFT Child Support	CASDU - California State Disbursement Unit (SDU)	736.61
8/25/2025	Check	O'REILLY AUTO ENTERPRISES LLC	17.23
8/25/2025	Check	O'REILLY AUTO ENTERPRISES LLC	4.81
8/25/2025	Check	VESTIS GROUP INC	254.26
8/25/2025	Check	TEXAS LIFE INSURANCE COMPANY	65.75
8/25/2025	Check	HARRIS INDUSTRIAL GASES	358.48
8/25/2025	Check	HARRIS INDUSTRIAL GASES	30.17
8/25/2025	Check	FIRST SOLUTIONS INC	135.00
8/25/2025	Check	CLEAR CHANNEL OUTDOOR LLC	3,375.00
8/25/2025	Check	SACRAMENTO KOI	268.13
8/25/2025	Check	TAHOE FOREST HEALTH SYSTEM FOUNDATION	134.50
8/25/2025	Check	MIDAMERICA ADMINISTRATIVE & RETIREMENT SOLUTIONS LLC	1,250.00
8/25/2025	Check	BATTERIES PLUS	929.99
8/25/2025	Check	PERMANENTE MEDICAL GROUP INC	65.00
8/25/2025	Check	HUNT & SONS LLC	3,158.08
8/28/2025	Check	DELTEK INC	270.28
8/28/2025	Check	VESTIS GROUP INC	189.25

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## Board Review and Consideration to Approve Resolution 2025-18 with Corrected Appendix A to The FY 2025-2026 District Budget

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### **Background**

Placer County discovered a missing line on the District's FY2025-26 budget Appendix A, approved by the board at the May 19<sup>th</sup> meeting. The calculations for the budget were correct; the report was just missing the highlighted line on the attached corrected FY 25-26 budget. We are presenting a corrected version of Appendix A with the missing line highlighted for board approval.

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### **Fiscal Impact**

No fiscal impact. The correction does not change any budget totals or allocations.

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### **Staff Recommendation**

Staff recommends the board approve Resolution 2025-18 Adopting the corrected Appendix A to the FY 25-26 budget as presented.

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**RESOLUTION NO. 2025-18 - DRAFT**

**A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE PLACER MOSQUITO AND VECTOR CONTROL DISTRICT  
AMENDING RESOLUTION 2025-08 TO APPROVE CORRECTED APPENDIX A TO THE  
FISCAL YEAR 2025-26 DISTRICT BUDGET**

**WHEREAS**, on May 19, 2025, the Board of Trustees adopted Resolution No. 2025-08, approving the District Budget for Fiscal Year 2025-26, including Appendix A; and

**WHEREAS**, after adoption, Placer County discovered that the original Appendix A, was missing a line item that was part of the approved budget.; and

**WHEREAS**, the corrected Appendix A, attached hereto fully reflects the budget as intended and approved on May 19, 2025; and

**WHEREAS**, adoption of the corrected Appendix A does not alter the originally passed total approved budget amounts and has no fiscal impact.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Trustees of the Placer Mosquito and Vector Control District that the District budget for fiscal year 2025-26, the corrected Appendix A is hereby adopted and that the District General Manager or designated staff is authorized and directed to file a copy of the final budget with the Placer County Auditor's Office.

**PASSED AND ADOPTED** by the Board of Trustees of the Placer Mosquito and Vector Control District on the 15<sup>th</sup> day of September 2025 by the following vote:

AYES:           Ø  
NOES:           Ø  
ABSTAIN:       Ø  
ABSENT:        Ø

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Will Stockwin, Board President

Attest:

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Isabel Alvarez, Board Secretary

## PMVCD FY 2025-2026 BUDGET

RC-0010-TAXES-Current Secured Property (40010)	70,324
RC-0020-TAXES-Property Tax Impounds (40020)	13
RC-0040-TAXES-Railroad Unitary Property (40040)	106
RC-0050-TAXES-Unitary & Op Non-Unitary Property (40050)	2,631
RC-0060-TAXES-Current Unsecured Property (40060)	1,434
RC-0070-TAXES-Delinquent Secured Property (40070)	1
RC-0090-TAXES-Delinquent Unsecured Property (40090)	28
RC-0110-TAXES-Current Supplemental Property (40100)	3,133
RC-0120-TAXES-Delinquent Supplemental Property (40110)	1
RC-0270-Other Taxes (40180)	384,873
RC-0580-Interest with Fiscal Agent (42010)	65,000
RC-0600 Short-Term Rents & Concessions (GL42030)	6,000
RC-1440-Homeowners Property Tax Relief (44350)	398
RC-1720-Direct Charges (46030)	6,026,681
RC-3080-Miscellaneous Other Revenues (48030)	2,640
RC-3170-Proceeds from Sale of Capital Assets (49030)	5,000
	<b>6,568,264</b>

### EXPENDITURES

<b>Salaries and Benefits</b>	<b>PG700000</b>	
SC-1810-Salaries and Wages (51010)	2,643,366	
SC-1819-Overtime and Call Back (51040)	19,598	
SC-1852-CalPERS (51210)	378,129	
SC-1855-FICA (51220)	47,564	
SC-1858-Other Postemployment Benefits (OPEB) (51240)	177,654	
SC-1888-Employee Benefits Other Agencies (51350)	674,910	
SC-1897-Other Benefits (51380)	873	
SC-3630-Trustee Meetings Compensation (52520)	8,400	
	<b>3,950,494</b>	60.1%

### Materials, Supplies and Services

	<b>PG700000</b>	
SC-2040-Work Clothes (52030)	873	
SC-2085-Communication Services - Telephone (52040)	35,714	
SC-2110-Food and Water, All Types (52050)	800	
SC-2270-Equipment Maintenance and Repair Services for General Equipment (52160)	1,200	
SC-2550-Membership / Registration / Association / Warranties (52240)	35,226	
SC-2661-Office Supplies Excluding Paper Goods (52330)	7,500	
SC-2790-Postage (52340)	500	
SC-2820-Personnel Services (52360)	18,875	
SC-2860-SB2557 Property Tax Admin Costs (52360)	1,388	
SC-2900-Audit Costs (52360)	12,100	
SC-2940-Consulting Services (52360)	11,300	
SC-2945-Uniform Rental and Laundry Services (52360)	10,973	
SC-3070-AB2838 - LAFCO Fees (52360)	6,965	
SC-3130-Legal Services (52370)	15,000	
SC-3460-Short-Term Equipment Rental or Lease Services - 1099 (52440)	2,400	
SC-3895-Publications and Legal Notices (52570)	625	

SC-4000-Educational/Training Services (52785)	8,865	
SC-4070-Tuition Reimbursement (52590)	5,000	
SC-4280-Travel & Transportation (52790)	36,584	
SC-4290-Mileage (52790)	2,100	
SC-4705-Internal Professional and Special Services (Non-Interfund Transfer) (52390)	16,509	
	<b>230,497</b>	11.5%
<b>Other Expenditures</b>	<b>PG700000</b>	
SC-2840-Collection Charges (52360)	100,396	
SC-4720-Lease Purchase Principal (53040)	305,000	
SC-4760-Lease Purchase Interest (53080)	34,287	
SC-2140-Insurance and Insurance Services (52080)	221,108	
	<b>660,792</b>	10.1%
<b>Information Technology</b>	<b>PG700001</b>	
SC-3370-Data Processing, Computer, Programming, and Software Services (52400)	63,543	
SC-3380-Computer Management Services (52400)	100,047	
SC-3560-Computer, Handheld, Laptop, and Notebooks (52480)	10,000	
	<b>173,590</b>	2.6%
<b>Facility &amp; Vehicles</b>	<b>PG700002</b>	
SC-2120-Janitorial Supplies (52060)	1,000	
SC-2200-Automotive Accessories, Equipment and Parts (52140)	20,000	
SC-2260-Equipment Maintenance and Repair Services for Vehicles & Aircraft (52160)	11,300	
SC-2270-Equipment Maintenance and Repair Services for General Equipment (52160)	1,000	
SC-2340-Gasoline All Types (52170)	42,000	
SC-2430-Janitorial Management Services (52190)	6,780	
SC-2861-Maintenance-Building - 1099 Reportable (52161)	29,061	
SC-3010-Alarm Services (52360)	8,792	
SC-3150-Grounds Maintenance Services (52380)	7,665	
SC-3280-Security, Fire, Safety, and Emergency Services not otherwise classified (52380)	479	
SC-3460-Short-Term Equipment Rental or Lease Services - 1099 (52440)	149,436	
SC-3530-Hardware and Related Items (52460)	3,850	
SC-4340-Utilities (52800)	77,900	
	<b>359,263</b>	5.5%
<b>Tahoe Substation</b>	<b>PG700003</b>	
SC-2861-Maintenance-Building - 1099 Reportable (52161)	1,000	
SC-4340-Utilities (52800)	3,717	
SC-4721-Lease Principal (Right to Use) Other Agency (53041)	28,339	
	<b>33,055</b>	0.5%
<b>Surveillance</b>	<b>PG700004</b>	
SC-2480-Clinical Laboratory Reagents and Tests (52220)	25,000	
SC-2500-Gases, Lab / Medical / Welding (52220)	8,000	
SC-2521-Laboratory Equipment (52220)	27,500	
SC-3255-Vector and Disease Testing (52380)	1,000	
SC-3322-Hazardous Waste (52380)	7,732	
	<b>69,232</b>	1.1%
<b>Operations</b>	<b>PG700005</b>	

SC-2030-Poisons, Pesticides and Chemicals - Agricultural and Industrial (52020)	668,846	
SC-2455-Airplane/Helicopter Services NOC (52210)	409,430	
SC-2521-Laboratory Equipment (52220)	5,000	
SC-2650-First Aid and Safety Equipment and Supplies (52330)	5,000	
SC-3530-Hardware and Related Items (52460)	16,500	
	<b>1,104,776</b>	16.8%

**Public Info & Outreach**

	<b>PG700006</b>	
SC-3881-Visual Education Supplies (52560)	20,000	
SC-3890-Marketing Services (52570)	86,000	
SC-3892-Outreach-1099 Reportable (52570)	35,000	
	<b>141,000</b>	2.1%

	Revenue	6,568,264
Capital Designation Allocation to fund Enterprise Fleet Lease		149,436
Designation Allocation to fund Educational Reimbursement Grant		5,000
	<b>Total Available Financing</b>	<b>6,722,700</b>
	Budget Surplus/(Deficit)	(0)

## Board Review and Consideration of 2025 Administration Reorganization Plan

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### Background

Over the past several years, administrative roles at the District have evolved significantly. The addition of formal human resources responsibilities expanded compliance and financial reporting duties, and the growing need for specific public communications to support invasive mosquito abatement operations have outpaced the existing administrative structure.

The Administrative Assistant role, in particular, has absorbed increasing HR and compliance duties beyond its original scope. To address this evolution, staff conducted a review of administrative job classifications and organizational alignment.

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### Discussion

The proposed reorganization acknowledges these changes, incorporates best practices in local government administration, and positions the District for long-term stability and growth.

Key elements of the reorganization include:

- **General Manager** – Retains overall leadership and now explicitly supervises the Deputy General Manager and the Public Information Officer (PIO).
- **Deputy General Manager (formerly Assistant Manager)** – Expanded responsibility for HR functions and direct supervision of the Office Manager and other supervisors. The title is updated to align with peer agencies.
- **Office Manager (replaces Administrative Assistant)** – Elevated to supervisor classification, aligned with the supervisor pay scale. Takes on broader responsibility for HR, compliance, and day-to-day administrative operations.
- **Accounting Technician** – Clarified duties in financial reporting, payroll, and long-term financial planning support. No change in pay scale.
- **Public Information Officer (PIO)** – Clarified as reporting directly to the General Manager, strengthening the District's public education and communication capacity.
- **Receptionist (future position)** – With the transition of the Administrative Assistant role into the Office Manager position, front desk duties will eventually need to be delegated.

Staff will assess options over the next six months, which may include creating a Receptionist classification focused on customer service and clerical support.

This reorganization supports the District's **2024 Strategic Plan and Key Result Areas**:

- **Financial Stability & Long-Term Planning** – Aligning classifications and pay structures creates consistency and sustainability.
- **Public Education & Communication** – Strengthened PIO role improves outreach and education capacity to directly support operational needs related to invasive mosquito response.
- **Integrated Vector Management Efficacy & Operations** – Clarified administrative roles enhance timely administrative support for operations and HR support for staff.
- **Professional Development** – Updated roles support career growth, succession planning, and retention.

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### **Fiscal Impact**

The reorganization has minimal fiscal impact. All positions remain on their current salary scales with the exception of the Office Manager, which is aligned with the supervisor pay scale. Future fiscal impacts related to filling front desk duties will be brought to the Board if a new Receptionist classification is proposed.

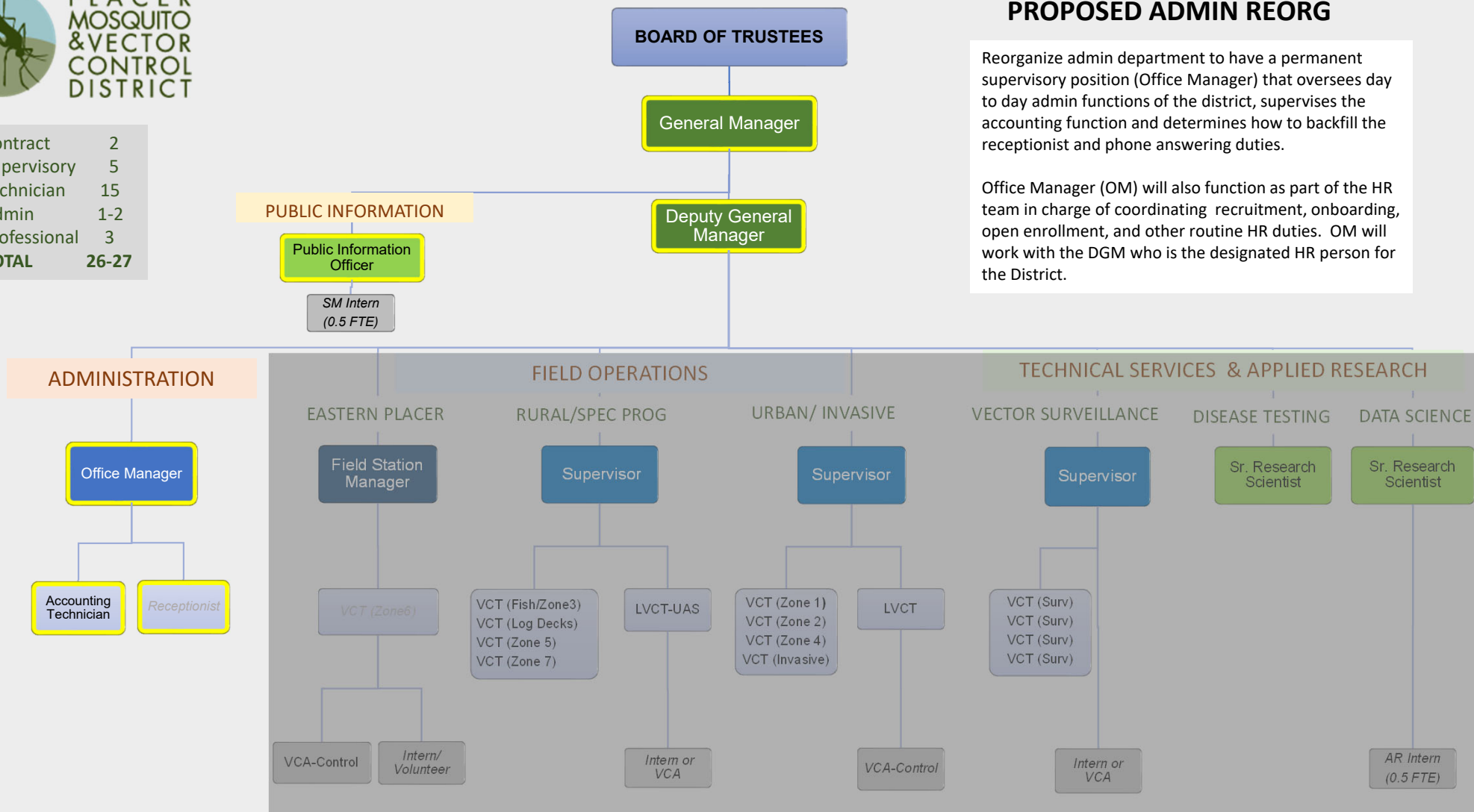
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### **Recommendation**

Staff recommends the Board approve the Administrative Department Reorganization as presented, including updated job classifications and organizational alignment, with the understanding that staff will return to the Board within the next six months with options to address front desk duties (potentially through creation of a Receptionist position).



Contract	2
Supervisory	5
Technician	15
Admin	1-2
Professional	3
<b>TOTAL</b>	<b>26-27</b>



## PROPOSED ADMIN REORG

Reorganize admin department to have a permanent supervisory position (Office Manager) that oversees day to day admin functions of the district, supervises the accounting function and determines how to backfill the receptionist and phone answering duties.

Office Manager (OM) will also function as part of the HR team in charge of coordinating recruitment, onboarding, open enrollment, and other routine HR duties. OM will work with the DGM who is the designated HR person for the District.

	General Manager	Deputy General Manager	Office Manager	Accounting Technician	Receptionist	Public Information Officer
<b>Supervision</b>	Directly supervises Deputy General Manager and PIO; final authority on hiring, discipline, termination.	Supervises Office Manager and field/operational supervisors; acts as GM in absence.	Supervises Acct Tech & Receptionist; ensures daily operations and compliance.	Executes transactions under OM supervision; no direct reports.	Reports to OM; front-line office duties.	No direct reports; may supervise staff during outreach events.
<b>HR Policy vs. Transactions</b>	Retains final authority for HR policy, compliance, and personnel decisions.	HR policy lead in coordination with GM; oversees compliance; works with OM for transactions.	Coordinates recruitment, onboarding, benefits enrollment, and compliance tracking.	Processes paperwork: payroll input, benefit enrollments, personnel data updates.	Provides clerical support as directed.	Not involved.
<b>Finance Policy vs. Transactions</b>	Oversees fiscal policy, budget approval, and long-range financial planning.	Strategic financial oversight, budget planning, and compliance; works with OM and Acct Tech for transactions.	Supervises Acct Tech; reviews and ensures compliance of financial transactions.	Executes payroll, AP, benefits, accounting entries.	Not involved.	Not involved.
<b>Board / Governance</b>	Board-appointed executive; prepares budgets, policies, and strategic plans; represents Board externally.	Supports GM in Board reporting and policy development; acts as GM when delegated.	Prepares Board agendas, packets, and minutes; ensures Brown Act compliance when serving as Secretary.	Provides financial data for reports as needed.	Clerical support if assigned.	Provides public information to Board/public on behalf of District; ensures compliance with PRA.
<b>Records Management</b>	Ensures compliance at executive level; program-wide adherence.	Oversees records and compliance policy development.	Manages District records retention program; ensures administrative compliance.	Maintains accounting and benefit records.	Maintains reception/service request logs.	Maintains public information archives (press, outreach).
<b>Public Contact</b>	Represents District to Board, agencies, and stakeholders; final authority on sensitive matters.	Responds to sensitive complaints and inquiries; assists with resolutions.	Handles escalated internal service issues; works with PIO on external communications.	Provides info to staff/vendors regarding payroll, benefits, invoices.	First point of contact for phones/visitors; enters service requests.	Handles media, PRA responses, outreach, and non-standard external communications.





## CLASSIFICATION SPECIFICATION

### OFFICE MANAGER

#### DEFINITION

Incumbents of this class manage the administrative operations of the District's central office. The Office Manager supervises assigned staff, including the Accounting Technician and Receptionist, and provides transactional human resources support, office administration, purchasing, and records management. Under direction, the incumbent may be appointed by the Board of Trustees to serve as the District's Board Secretary.

The Office Manager ensures compliance and quality control over administrative and HR processes, while the Accounting Technician executes day-to-day accounting and payroll transactions.

#### SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the Deputy General Manager.
- Receives general direction from the General Manager.
- Exercises direct supervision over the Accounting Technician and Receptionist.
- Provides functional guidance to temporary clerical staff or interns as assigned.

#### EXAMPLES OF ESSENTIAL DUTIES

*Note: The following are the duties performed by employees in this classification. Employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.*

##### Supervision & Administration

- Plans, assigns, reviews, and evaluation of the work of assigned staff.
- Conducts performance evaluations and supports professional development for administrative staff.
- Manages daily office operations, including supplies, equipment, contracts, and vendor relations.
- Oversees District records retention program and ensures compliance.
- Serves as District Board Secretary when appointed, including preparation of agendas, minutes, and ensuring compliance with the Brown Act.

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**Human Resources (Transactional & Oversight)**

- Coordinates recruitment processes, including job postings, scheduling interviews, and applicant communication.
- Oversees onboarding and offboarding, including orientation, documentation, and benefits enrollment coordination.
- Maintains oversight of personnel and confidential medical files, ensuring compliance with law and policy.
- Tracks training, certifications, and compliance requirements for District employees.
- Works as part of the District's HR team under the direction of the Deputy Manager, the designated HR lead.

**Finance & Accounting Oversight**

- Provides supervisory oversight of the Accounting Technician.
- Ensures compliance and accuracy of payroll, benefits, accounts payable, and personnel recordkeeping.
- **Role distinction:**
  - Accounting Technician executes day-to-day transactions (payroll input, benefit enrollments, AP processing).
  - Office Manager supervises, ensures compliance, resolves exceptions, and reports to management.
- Reviews and approves routine financial transactions within delegated authority.
- Monitors office purchasing and budget tracking for administrative expenses.

**Communications & Public Contact**

- Ensures consistent internal communication across departments and provides support to management staff.
- Works with the Public Information Officer to address non-standard external communications.
- Defers all public information requests to the Public Information Officer for response.
- Responds to escalated internal service requests and assists in addressing complex administrative matters.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Principles and practices of office administration, supervision, and personnel management.
- California open meeting laws (Brown Act).
- Recordkeeping, retention, and confidential personnel file management.
- Basic principles of public agency human resources practices.
- Accounting and payroll processes as carried out by subordinate staff.
- Correct English usage, including grammar, spelling, and punctuation.

### **Ability to:**

- Plan, organize, and supervise the work of office staff.
- Perform and oversee transactional human resources functions.
- Maintain confidentiality of personnel and District records.
- Communicate clearly and effectively, orally and in writing.
- Interpret, apply, and explain District policies, procedures, and regulations.
- Establish and maintain effective working relationships with District staff, Trustees, contractors, partner agencies, and the public.
- Use initiative and independent judgment in problem-solving and decision-making.

## **MINIMUM QUALIFICATIONS**

Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these would be:

- Equivalent to graduation from high school or GED.
- Five (5) years of increasingly responsible clerical or administrative experience in a public agency or similar organization, including at least two (2) years with supervisory or lead responsibility.
- College-level coursework in business administration, human resources, or accounting is desirable.

**PHYSICAL REQUIREMENTS**

- Environmental Conditions: Work is normally performed in a typical office environment.
- Mobility: Frequent sitting for long periods at a computer workstation; occasional bending, twisting, or squatting. Frequently utilizes computers, telephones, and other office equipment.
- Lifting: Frequently up to 10 pounds; occasionally up to 30 pounds.
- Vision: Constant use of overall vision; frequent reading of handwritten and printed materials on paper or electronic media.
- Dexterity: Frequent repetitive motion; frequent writing, grasping, holding, twisting, and reaching.
- Hearing/Talking: Frequent hearing and talking in person and on the phone.
- Emotional/Psychological: Frequent decision-making and concentration; frequent public and coworker contact; occasional working alone.

**OTHER**

- Collective Bargaining Unit Designation: Managerial Association
- Probation: 6 Months, subject to extension
- FLSA Status: Non-exempt

CLASSIFICATION SPECIFICATION

**DEPUTY GENERAL MANAGER**

**DEFINITION**

Under the general direction of the General Manager, the Deputy General Manager assists in the overall administration and operations of the District. The Deputy General Manager serves as the District's lead for human resources and finance policy, supervises the Office Manager and operational supervisors, and ensures integration of administrative and field functions. The Deputy General Manager acts as General Manager in the GM's absence and serves as a key member of the District's executive management team.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives general direction from the General Manager.
- Exercises direct supervision over the Office Manager and field/operational supervisors.
- Provides oversight and coordination across administrative and operational divisions.

**EXAMPLES OF ESSENTIAL DUTIES**

- Provide strategic leadership for the District's human resources and finance functions; ensure compliance with federal, state, and local laws.
- Serve as the District's HR lead for policy, compliance, and labor relations; coordinate with the Office Manager, who manages transactional HR functions such as recruitment, onboarding, and benefits processing.
- Provide strategic oversight of the District's finances, budget planning, and reporting; coordinate with the Office Manager and Accounting Technician for day-to-day payroll and accounting functions.
- Provide direct supervision and performance evaluation for the Office Manager and operational supervisors; ensure integration of administrative and operational functions.
- Assist the General Manager in developing, implementing, and evaluating District-wide policies, procedures, and strategic plans.
- Oversee training, succession planning, and interdepartmental collaboration.
- Provide oversight and guidance to mosquito and vector control operations; coordinate inter-agency vector control efforts.

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- Represent the District in public, professional, and intergovernmental forums when delegated.
- Act as General Manager in the General Manager's absence.

#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree from an accredited college or university in life sciences, public administration, business administration, or a related field. Advanced degree is desirable.
- Five (5) years of increasingly responsible administrative or operational experience in vector control, public health, or related fields, including at least two (2) years managing finance and/or human resources.

#### **PHYSICAL REQUIREMENTS**

- Environmental Conditions: Work is normally performed in a typical office environment.
- Mobility: Frequent sitting for long periods at a computer workstation; occasional bending, twisting, or squatting. Frequently utilizes computers, telephones, and other office equipment.
- Lifting: Frequently up to 10 pounds; occasionally up to 30 pounds.
- Vision: Constant use of overall vision; frequent reading of handwritten and printed materials on paper or electronic media.
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- Hearing/Talking: Frequent hearing and talking in person and on the phone.
- Emotional/Psychological: Frequent decision-making and concentration; frequent public and coworker contact; occasional working alone.

#### **LICENSES & CERTIFICATIONS**

- Valid California driver's license; insurable with the District's insurance carrier.
- California Department of Public Health Certification in all vector categories (A–D) required within 2 years of hire and maintained throughout employment.

#### **OTHER**

- FLSA Status: Exempt
- Employment Status: At-will, contract



## CLASSIFICATION SPECIFICATION

### GENERAL MANAGER

#### DEFINITION

The General Manager is appointed by the Board of Trustees to serve as the chief executive officer of the District. The General Manager plans, organizes, and directs the operation of the District; implements Board policy; and oversees all administrative, financial, operational, and programmatic functions. The General Manager delegates daily administration and operational responsibilities to the Deputy General Manager and Office Manager, while directly supervising the Deputy General Manager and Public Information Officer.

#### SUPERVISION RECEIVED AND EXERCISED

- Receives policy direction from the Board of Trustees.
- Exercises direct supervision over the **Deputy General Manager** and **Public Information Officer**.
- Exercises general direction over all other District staff through subordinate managers and supervisors.

#### EXAMPLES OF ESSENTIAL DUTIES

- Plan, organize, and direct comprehensive vector control programs.
- Serve as Chief Executive Officer and administrative head of the District.
- Prepare and administer the annual District budget; oversee long-range financial planning and analysis; ensure financial compliance through supervision of the Deputy General Manager and Office Manager.
- Oversee human resources functions in collaboration with the Deputy General Manager and Office Manager; ensure compliance with labor law; oversee the District's performance evaluation program; retain final authority for hiring, discipline, and termination.
- Supervise the Public Information Officer and provide executive guidance on communications, community relations, and media engagement.
- Develop and present long-range strategic plans for Board approval and implementation.
- Represent the Board during labor relations and employee contract negotiations.

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- Recommend services, organizational changes, and procedural improvements.
- Serve as the District's representative to external agencies, government officials, and community stakeholders.
- Stay informed of developments in vector control and management practices; attend conferences and meetings as required.
- Perform or direct other tasks necessary for the successful operation of the District.

#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree from an accredited four-year college or university in biological science, public administration, business administration, or a closely related field. Advanced degree is desirable.
- Five (5) years of increasingly responsible supervisory or management experience, including budget, staffing, and policy responsibility.

#### **PHYSICAL REQUIREMENTS**

- Environmental Conditions: Work is normally performed in a typical office environment.
- Mobility: Frequent sitting for long periods at a computer workstation; occasional bending, twisting, or squatting. Frequently utilizes computers, telephones, and other office equipment.
- Lifting: Frequently up to 10 pounds; occasionally up to 30 pounds.
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#### **LICENSES & CERTIFICATIONS**

- Valid California driver's license; insurable with the District's insurance carrier.
- California Department of Public Health Certification in all vector categories (A–D) required within 2 years of hire and maintained throughout employment.

#### **OTHER**

- FLSA Status: Exempt
- Employment Status: At-will, contract





## CLASSIFICATION SPECIFICATION

### ACCOUNTING TECHNICIAN

#### DEFINITION

Under general supervision, performs technical accounting work required in the maintenance of fiscal and statistical records; prepares and assists in the preparation of financial records, documents, analyses and reports; sets up and maintains accounting records, reports, and manual or computer based accounting systems; coordinates payroll and employee benefits, and maintains District personnel files; processes requests for payment; compiles, reconciles, and verifies general and detailed accounting information.

#### CLASS CHARACTERISTICS

This is a single, journey-level class. The Accounting Technician is responsible for maintaining a variety of complex departmental fiscal records, computer-based accounting systems, and broad accounting functions, including coordination of District payroll. In addition, the incumbent is responsible for employee benefit coordination. Incumbents at this level are expected to independently perform timely and accurate employee benefit transactions, coordination of payroll documentation and tracking, maintenance of personnel files, preparation and coordination of accounts payable paperwork and tracking, maintaining appropriate controls, and keeping many detailed, interconnected accounting, benefit, and personnel records within established policies and procedures.

#### SUPERVISION EXERCISED AND RECEIVED

The Accounting Technician receives general supervision from the Office Manager or assigned supervisor and receives general direction from Deputy General Manager or General Manager; no supervision is exercised.

#### EXAMPLES OF ESSENTIAL DUTIES AND FUNCTIONS

*NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.*

- Maintain journals and general ledgers of financial transactions and prepares analytical reports on revenues and expenditures.
- May perform complex and technical audits based on analysis and interpretation of financial information.
- Maintain ancillary, general, statistical, and cost records. Examines and reviews account records, adjusting balance and reconciling accounts.

- Participate in the processing of payroll and accounts payable.
- Maintain District personnel files in accordance with all applicable federal and state laws.
- Enroll new employees in all eligible benefits and track and update as necessary current employee benefits; conduct open enrollment once per year; keep track of all benefit enrollment deadlines; provide to employees basic benefits information, including basic retirement information; coordinate Workers Compensation and disability paperwork as necessary.
- Provide information to District employees and others regarding District financial record keeping policies and practices, salaries and benefits, employment verifications, the status of accounts and payments, the proper coding of transactions and other matters.
- Receive, process and record requests for payments for services; verify calculations, vendor and account numbers, signature authority, and coordinate payment with the County of Placer Accounts Payable.
- Perform detailed payment and record keeping procedures for District accounts.
- Operate a variety of standard office equipment.
- Compose letters to vendors, retirees and employees.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

#### **EMPLOYMENT STANDARDS:**

***NOTE: The level and scope of the knowledge and abilities listed below are related to job duties as defined under “Distinguishing Characteristics.”***

#### **Knowledge of:**

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office administration, benefits administration, personnel file administration, and accounting practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Business mathematics and basic statistical techniques.
- Basic bookkeeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, third party benefits administrators, contractors, and staff

**Ability to:**

- Understand, interpret and apply instructions, policies and procedures related to processing and recording payment transactions, appropriate maintenance of personnel files, and benefits transactions and coordination.
- Prepare financial reports and maintain ledgers and journals.
- Independently perform a variety of responsible technical accounting assignments.
- Understand the organization and operation of vector control districts and other related public agencies as necessary to assume assigned responsibilities.
- Understand, interpret and apply employee labor contracts regarding pay and benefits as necessary.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate mathematical, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Proficiently operate modern office equipment including computer equipment, specialized software applications, and automating financial accounting and reporting systems.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from high school or possession of GED. One year of college-level course work in accounting, financial record keeping, or human resources administration from an accredited college or university is highly desirable.
- Three (3) years of full-time, increasingly responsible financial accounting, bookkeeping, payroll, and financial record keeping experience. Additional specialized human resources administrative and customer service experience is desirable.

## **PHYSICAL REQUIREMENTS**

- Environmental Conditions: Work is normally performed in a typical office environment.
- Mobility: Frequent sitting for long periods at a computer workstation; occasional bending, twisting, or squatting. Frequently utilizes computers, telephones, and other office equipment.
- Lifting: Frequently up to 10 pounds; occasionally up to 30 pounds.
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- Hearing/Talking: Frequent hearing and talking in person and on the phone.
- Emotional/Psychological: Frequent decision-making and concentration; frequent public and coworker contact; occasional working alone.

## **OTHER:**

- Collective Bargaining Unity Designation: Confidential
- Probation: 6 Months, subject to extension
- FLSA status: non-exempt



## CLASSIFICATION SPECIFICATION

### PUBLIC INFORMATION OFFICER

#### DEFINITION

Under general direction, the Public Information Officer (PIO) plans, organizes, and implements the District's public relations, outreach, and public information activities. The PIO serves as the District's primary contact for information inquiries by the media, members of the public, or other local agencies, and is responsible for ensuring the accuracy, consistency, and effectiveness of District communications. The PIO has exclusive responsibility for responding to Public Records Act requests and external media/public information inquiries, while coordinating with the Office Manager regarding non-standard administrative or Board-related communications.

#### SUPERVISION RECEIVED AND EXERCISED

- Receives direct supervision from the General Manager.
- Coordinates as needed with the Office Manager on administrative or Board-related communications.
- Exercises technical and functional supervision over District staff as needed during outreach or communications events.

#### EXAMPLES OF ESSENTIAL DUTIES

*Note: The following are typical duties of this classification. Employees may be required to perform other related duties at an equivalent level.*

- Develop, plan, and implement public relations and communications programs, including media relations, outreach, publications, and promotional activities.
- Manage community relations programs by developing innovative approaches, partnerships, and presentations for schools, civic organizations, and public agencies.
- Accept, review, and prepare responses to requests made pursuant to the Public Records Act.
- Serve as the District's designated Public Information Officer, with exclusive responsibility for responding to PRA requests and external media inquiries.
- Coordinate with the Office Manager on non-standard communications that involve administrative or Board matters, ensuring consistent messaging.

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- Research, draft, and prepare speeches, presentations, memoranda, press releases, and publications.
- Develop outreach events, activities, and culturally inclusive communications, including materials in second languages.
- Represent the District at community and interagency events, fairs, and conferences.
- Maintain and update District website and social media platforms to ensure timely and accurate content.
- Develop and track the PIO department budget in coordination with management and finance staff.
- Perform other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Principles and practices of public information, communications, and community relations.
- Public health, health education, and science communication concepts relevant to vector control.
- Research, writing, editing, and publication methods.
- California Public Records Act requirements and other laws related to public information.
- Modern methods for digital communications, including website and social media platforms.
- Principles of public administration and interagency coordination.

### **Ability to:**

- Develop and implement effective public information and outreach programs.
- Prepare and deliver clear, concise, and accurate written and oral communications.
- Serve as the District's spokesperson in sensitive or high-profile matters.
- Research, assemble, and analyze issues to structure solutions and recommendations.
- Establish and maintain cooperative relationships with staff, elected officials, community groups, media representatives, and the public.
- Coordinate with other District managers to ensure consistent and compliant communications.

- Work independently, manage multiple priorities, and meet deadlines.

#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in communications, journalism, public relations, marketing, public health education, or a related field from an accredited college or university.
- Three (3) years of full-time, increasingly responsible professional experience in communications, public relations, journalism, or community engagement.
- Program management experience is required.
- A Master's degree is desirable.

#### **PHYSICAL REQUIREMENTS**

- Environmental Conditions: Work is normally performed in a typical office environment.
- Mobility: Frequent sitting for long periods at a computer workstation; occasional bending, twisting, or squatting. Frequently utilizes computers, telephones, and other office equipment.
- Lifting: Frequently up to 10 pounds; occasionally up to 30 pounds.
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- Dexterity: Frequent repetitive motion; frequent writing, grasping, holding, twisting, and reaching.
- Hearing/Talking: Frequent hearing and talking in person and on the phone.
- Emotional/Psychological: Frequent decision-making and concentration; frequent public and coworker contact; occasional working alone.

#### **LICENSES & CERTIFICATIONS**

- Valid California Class C driver's license; insurable with the District's insurance provider.

#### **OTHER**

- Collective Bargaining Unit: Managerial Association
- Probation: 6 months, subject to extension
- FLSA Status: Exempt

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## **PUBLIC INFORMATION AND OUTREACH REPORT**

Reporting period: August 2025

Prepared by: Julie Prayter, APR, Public Information Officer

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### **AUGUST HIGHLIGHTS**

- I joined Operations staff for a ride-a-long as part of my onboarding/acclimation process. I saw the great work our team does and learned a lot about challenges that we can turn into educational opportunities for the residents we serve.
- CBS 13 and Cap Radio both interviewed Joel for a story about proactive work being done in Placer regarding biting flies, in partnership with the CDC. Both stories also featured our lab staff.
- On August 29<sup>th</sup> I completed a media release in partnership with Placer Public Health regarding the first human case of West Nile virus for the year. This was also the day before the long Labor Day weekend, so we also pushed out a video public service announcement on our social platforms promoting risk mitigation techniques. The media release resulted in local and national news coverage.
- I worked with our Operations Team on updates to our door hangers. They are now available for use.
- We leveraged National Aviation Week to highlight our drone program.
- We received one Public Records Act request which was replied to within the legal timeframe. We are gathering additional information for the requestor.
- September 20<sup>th</sup> we'll be at Rocklin's Hot Chili Cool Cars event to spend some time with the residents we serve and share educational materials to help keep them safe. Further out on the calendar, we will also be at the Loomis Fruit Shed and Truckee River Fair Day events, respectively.



## MEDIA COVERAGE

*Earned*

Topic	Air Date	Outlet	Medium	To View
<a href="#"><u>"Biting flies targeted in Placer County amid virus worries"</u></a>	August 7	CBS 13	Broadcast Video	
<a href="#"><u>"Placer County traps 'no-see-ums' as part of national effort to prevent potential virus outbreak"</u></a>	August 19	Cap Radio	Online/Audio	
<a href="#"><u>"Placer public health officials confirm first human West Nile case of 2025"</u></a>	August 29	Sac Bee	Online/Print	
<a href="#"><u>"Placer public health officials confirm first human West Nile case of 2025"</u></a>  <i>*Sac Bee story picked up</i>	August 30	MSN	Online	
<a href="#"><u>"Placer County's first human case of West Nile virus of 2025 summer reported"</u></a>	September 2	Gold Country Media	Online/Print	

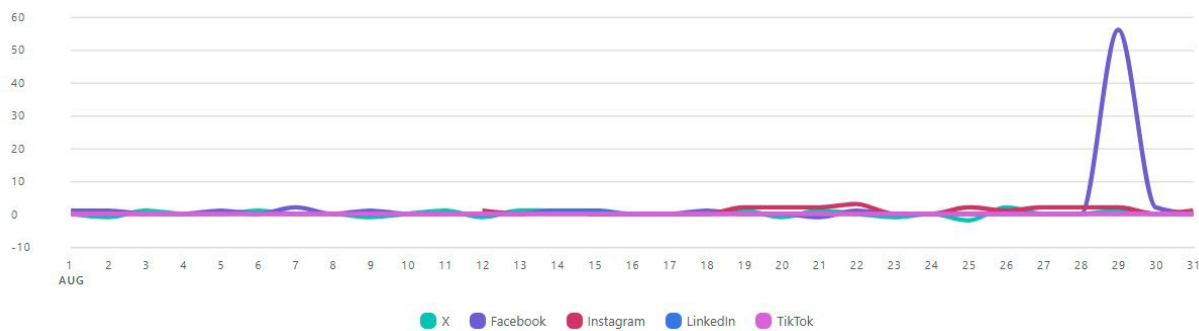


## SOCIAL MEDIA

### Social Media Analytics

#### Audience Growth

See how your audience grew during the selected time period.



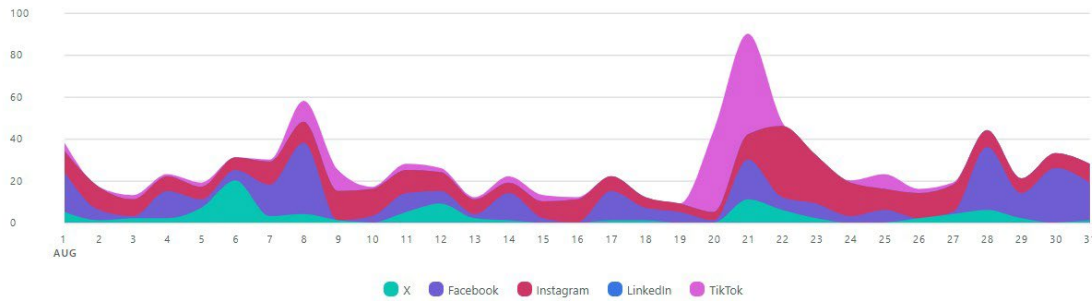
Audience Metrics	Totals	% Change
<b>Audience</b>	3,469	↘ 15.1%
<b>Net Audience Growth</b>	91	↗ 193.5%
X Net Follower Growth	3	↘ 62.5%
Facebook Net Follower Growth	65	↗ 195.5%
Instagram Net Follower Growth	21	↗ 425%
LinkedIn Net Follower Growth	2	↗ 100%
TikTok Net Follower Growth	0	↗ 100%



### Engagements

See how people are engaging with your posts during the selected time period.

98

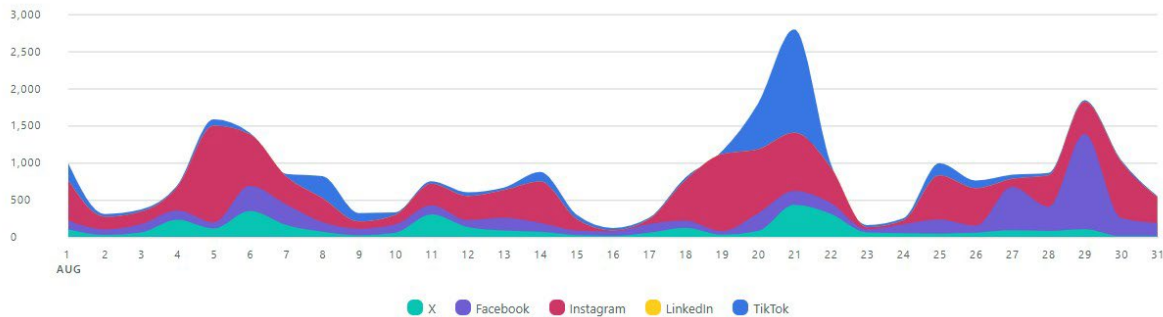


Engagement Metrics	Totals	% Change
<b>Engagements</b>	<b>845</b>	<b>↘ 13.6%</b>
<a href="#">X Engagements</a>	98	↘ 28.5%
<a href="#">Facebook Engagements</a>	285	↘ 57.8%
<a href="#">Instagram Engagements</a>	318	↗ 119.3%
<a href="#">LinkedIn Engagements</a>	0	→ 0%
<a href="#">TikTok Engagements</a>	144	↗ 620%

### Impressions

Review how your content was seen across networks during the selected time period.

98



Impression Metrics	Totals	% Change
<b>Impressions</b>	<b>25,998</b>	<b>↘ 22.6%</b>
<a href="#">X Impressions</a>	3,272	↘ 1.2%
<a href="#">Facebook Impressions</a>	5,998	↘ 48.1%
<a href="#">Instagram Views</a>	12,837	↘ 22.2%
<a href="#">LinkedIn Impressions</a>	0	→ 0%
<a href="#">TikTok Impressions</a>	3,891	↗ 74.4%



## ADVERTISING

- Digital billboards *\*Extending through the end of September*
- KCRA 3 streaming (ending this month)



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## Field Operations and Surveillance Report

Prepared September 8, 2025

Assistant Manager: Jake Hartle

Supervisors: Mike Ashley, Casey Hubble, Scott Schon, Phil Spinks

### Mosquito Surveillance & Vector-borne Disease Testing

#### Adult Mosquito Abundance

- *Culex tarsalis* is our primary vector species for West Nile virus (WNV).
  - *Culex tarsalis* abundance remains above average, though is expected to decrease as rice fields are drained of water (Figure 1).
- *Culex pipiens* abundance, specifically within the Lincoln Log Decks, has seen an increase of abundance over the past several weeks (Figure 2). This is believed to be caused by Sierra Pacific Industries performing maintenance on the watering and pump system. This maintenance has prevented applications within the log decks using our injection system.

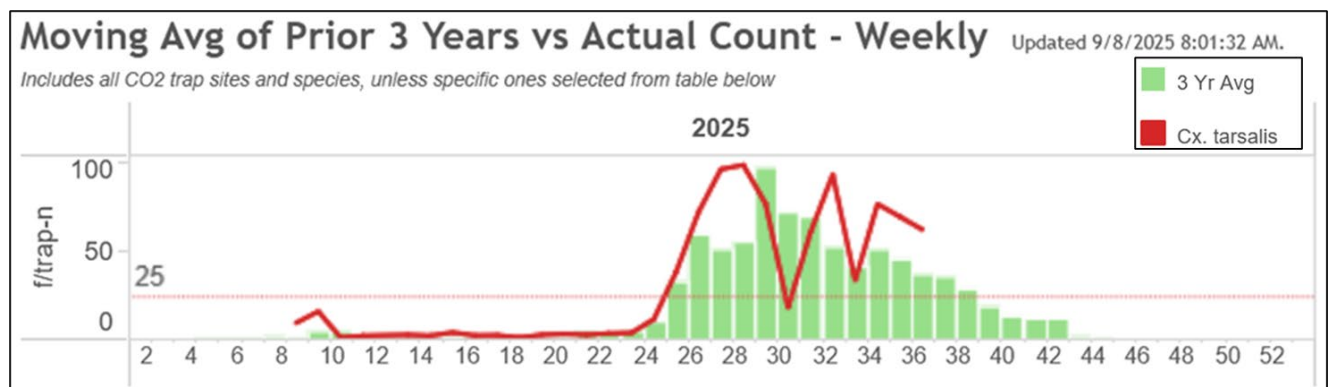


Figure 1: *Culex tarsalis* adult mosquito count per trap night (red line), compared to the three-year average (green bars) by calendar weeks (Week 36 represents August 31- September 6).

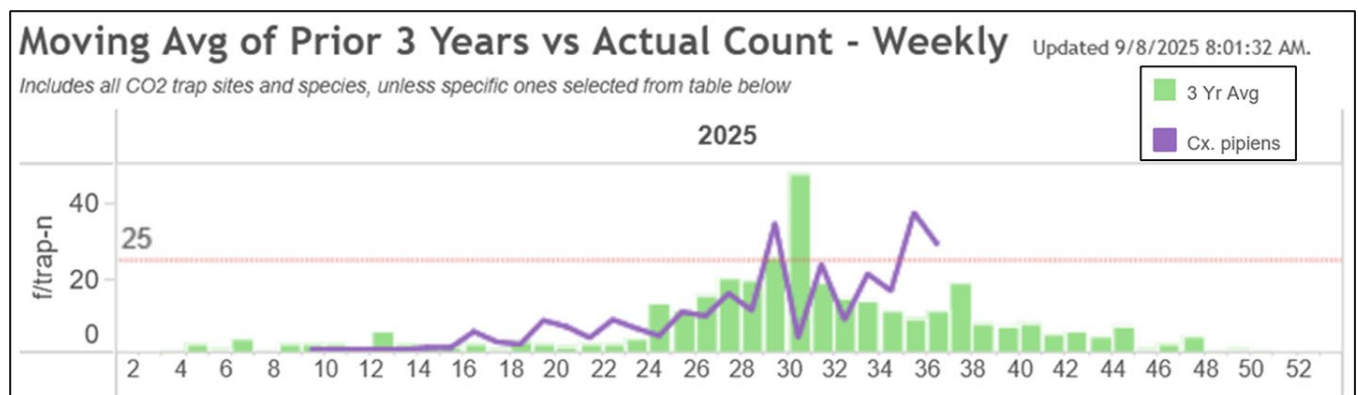


Figure 2: *Culex pipiens* adult mosquito count per trap night (purple line), compared to the three-year average (green bars) by calendar weeks (Week 36 represents August 31- September 6).



### Vector-borne Disease Testing

- In 2025 there have been 131 (6.39%) WNV mosquito samples detected in Placer County.

Positive Detections for 2025 Year to Date (January 1- September 5)			
	WNV	SLE	WEE
Mosquito Samples	131 /1957 6.69%	0/1957	0/1957
Dead Birds	5/51 9.8%	0/51	0/51

### Invasive *Aedes*:

- In 2025 Invasive *Aedes* have been detected in 4 cities. Including 28 neighborhoods.

2025 Invasive <i>Aedes</i> Mosquito Detections			
Roseville (14)	Rocklin (11)	Lincoln (2)	Granite Bay (1)
Cherry Glen	Antelope Creek	Downtown Lincoln	Unincorporated
Cirby Side	Central Rocklin	North Central Lincoln	
Fiddymment Farms	Mission Hills		
Foothill Junction	Old Rocklin		
Highland Reserve	Parker Whitney		
Hillcrest	Stanford		
Maidu North	Stanford Ranch		
Maidu South	Sunset East		
Morgan Creek	Sunset West		
Pleasant Grove	Sunset Whitney		
Quail Glen	Whitney Oaks		
Sierra Gardens			
Theiles Manor			
Woodcreek Oaks			



## Operations

### Basin Aviation 2025: Aerial mosquito larvicide applications to rice.

- Mosquito larvicide treatments for both conventional and organic rice fields started the week of June 16 and ended August 27. Total acreages treated:
  - Conventional Rice Acres Treated: 67,344
  - Organic Rice Acres Treated: 27,960

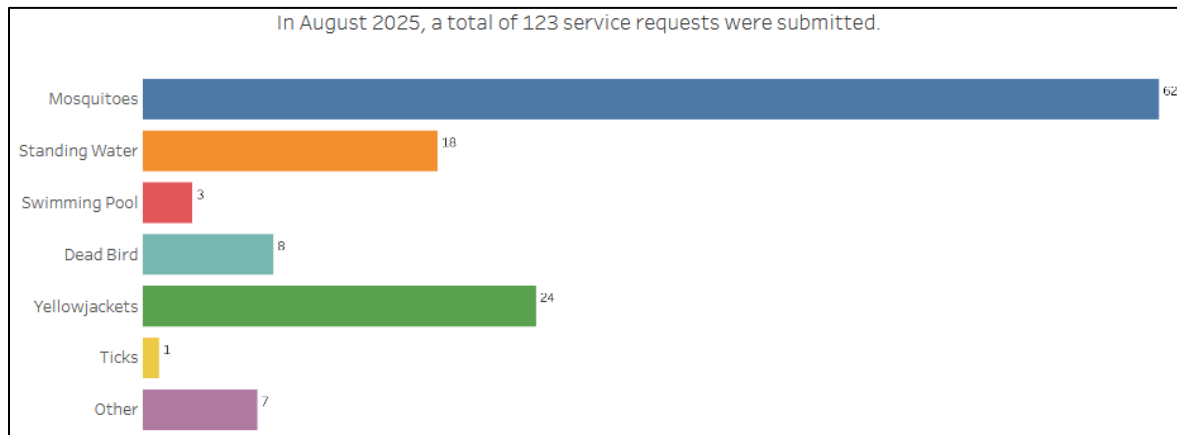
### VDCI 2025: Aerial mosquito adulticide applications in response to West Nile virus positive mosquitoes.

- This season, in response to adult *Culex tarsalis* and West Nile virus positive mosquitoes, we have made **nine** aerial adulticide ultra-low volume (ULV) applications and treated approximately **100,635 acres** in Placer County.

### Ground Mosquito Source Work:

- Ground mosquito adulticide applications were made in response to West Nile virus positive and invasive mosquitoes.
  - There were 24 truck mosquito adulticide applications in August, covering a total of 3,800
- Ground mosquito larvicide applications were made in response to invasive *Aedes* mosquitoes.
  - There were 13 truck mosquito larvicide applications in August, covering a total of 2,345.
- Field Technicians continue to provide excellent responses to service requests and mosquito source work.

Mosquito Source Work: April-August 2025	April	May	June	July	August
Total Pesticide Applications (including catch basins)	2,433	3,131	1,162	3,316	2,609
Mosquito Sites Treated	296	322	294	154	165
Mosquito Sites Dipped	663	659	638	499	437
Dry Checks	192	397	611	460	618
Sites Visited	1,507	1,505	1,721	1,284	1,316
Service Requests Completed	123	104	75	77	94
Catch Basins Checked	4,068	4,250	7,045	11,025	3,816



### Unmanned Aircraft Systems (UAS):

- Five Missions totaling 15 flights in August 2025.
  - Two aerial larvicide missions.
  - 1 UAS ULV trial/calibration mission.
  - 1 habitat assessment mission.
  - 1 test flight mission.
- UAS used to larvicide 6.89 acres in August
  - Habitats treated included irrigated pastures
- We continue to evaluate UAS ULV system, looking at different pump settings, flow rates, and collecting droplet size data.

### Biological Control- Fisheries

- 45 applications totaling 2,408 mosquitofish, *Gambusia affinis* stocked for biological control in August.
- August was the last month for rearing fish in-house. Focus will now be on growing fry out, and collecting more adult fish to overwinter

	August 2025	2025 Season to 31 August	2024 Season to 31 August
Adult mosquitofish stocked	2,408 (5.4 lbs)	18,041 (40.1 lbs)	14,166 (31.5 lbs)
Fry produced in-house	5,667 (12.6 lbs)	29,829 (66.3 lbs)	36,861 (81.9 lbs)
Fish harvested from the wild	0 (0.0 lbs)	5,400 (12.0 lbs)	15,300 (34.0 lbs)
Weights given with the assumption of 450 adult fish per pound.			
Report Date	Current Year	Prior Year	
31 Aug 2025	2025	2024	

# General Manager's Report

Joel Buettner, General Manager

09/11/2025

- **Correspondance**

- As a result of recent invasive mosquito larvicide and adulticide treatments in areas of Rocklin, the District has received several complaints from residents citing that they did not receive notice that the treatments were occurring, and that the treatments themselves were very loud and woke them up. Staff handled the complaints in the field and on the phone professionally and effectively. Julie will be reaching out to the Cities of Rocklin, Roseville and Lincoln to explore ways to leverage those cities' public outreach systems, like email lists or newsletters, to help spread the word when the District needs to make wide area treatments in areas where the residents are not as familiar with these sorts of treatments. This is an emerging issue since invasive mosquitoes are being found in areas not within areas where West Nile virus control measures have been needed in the past. As a result, even residents who are aware of the District may not have signed up for the District's email spray notification system.

- **General Updates**

- The District has received reports of three West Nile virus human cases this season. One was located in Rocklin, one was in the Critter Creek area or rural west Placer County, and the most recent was in Roseville. The District is continuing to implement its standard West Nile virus prevention and response measures to limit WNV transmission where possible.
- Invasive mosquito detection and service requests are increasing rapidly. We are working to coordinate with cities and county to get the word out to the public to improve entry rates for our staff conducting door to door inspections in neighborhoods where invasive mosquitoes have been detected, and inform residents of the District's spray notification email system.
- The results of the recent Placer County LAFCO election is attached to this report.

- **RISE (Responsible Industry for a Sound Environment) Annual Meeting**

- I participated in a workshop assessing impact of the Make America Healthy Again plan on non-agricultural pesticide applicators including mosquito control. The discussion focused on the need to promote science-based decision-making and concerns over unsupported or incorrect information about health issues being promoted through social media and other outlets.
- I participated in a panel discussion with Ed Messina, US EPA Office of Pesticide Programs, and Adam Scharpaugh, Data Scientist for Bayer, discussing the role of technology in the future of the pesticide industry. During my portion, I provided an overview of how emerging technologies, especially drones, remote sensing, and automated surveillance can improve mosquito control by enabling site-specific treatments, pre-planned missions with automated error checks and digital labeling, and greater precision that reduces drift, non-target impacts, and worker exposure. Drones have expanded access to hazardous or remote sites and could extend operations to nighttime and, as regulations evolve (e.g., BVLOS/Part 108), longer-range missions. These tools offer a scalable option between hand crews and manned aircraft, including potential fleet operations with human oversight. Adoption will require new skills and careful alignment with safety, regulatory, and cost considerations; technology augments, rather than replaces, professional judgment. Overall,

successful integration promises timelier, smaller-area, and more accountable public-health interventions.

- **District Drone Program**

- District staff are working on the mosquito adulticide project using one of our smaller drones. This project aims to validate that this drone is capable to reliably conduct a mosquito adulticide application that conforms to existing pesticide label regulations and best practices.
- Part 108 NPRM (Notice of Proposed Rulemaking) has been released by the FAA which proposed new rules to allow beyond visual line of sight (BVLOS) operations including operations involving pesticide applications. I am reviewing this NPRM for AMCA and will be preparing an update video in the next few weeks.
- In anticipation of Part 108 and more advanced drone operations, we will be recommending that we upgrade at least one of our older two spray drones to the most current integrated control system called Ground Link. This will eventually make our drone fleet all use the same operating system and controls and enable some enhanced mission planning, operational, and safety features. We anticipate bringing a proposal to do this to the board in October.

- **Upcoming Events**

- Crop Life America Drone Label Workshop – October 13-17 – Virtual
- MVCAC Fall Meeting– October 29 - Virtual
- AMCA Interim Board Meeting – November 12-14 – Portland, OR
- Louisiana Mosquito Control Association Annual Meeting – December 2-3- Baton Rouge, LA
- MVCAC Annual Conference – February 1 – 4, 2026 – Rancho Mirage, CA
- AMCA Annual Conference – March 23 - 27, 2026 – Portland, OR



August 28, 2025

**COMMISSIONERS**

Joshua Alpine  
Chair  
(Special District)

Anthony DeMattei  
(County)

Whitney Eklund  
Vice Chair  
(City)

Judy Friedman  
(Special District)

Cindy Gustafson  
Chair  
(County)

Sean Lomen  
(City)

Susan Rohan  
(Public)

**ALTERNATE  
COMMISSIONERS**

Shanti Landon  
(County)

Cherri Spriggs  
(Public)

Stephanie  
Youngblood  
(City)

Vacant  
(Special District)

**COUNSEL**

Michael Walker  
General Counsel

**STAFF**

Michelle McIntyre  
Executive Officer

Amanda Ross  
Acting Assistant  
Executive Officer

Amy Engle  
Commission Clerk

Subject: **Placer LAFCO Alternate Special District Election Results**

Dear Placer County Special Districts,

The results of the recent Placer LAFCO Special District member election to fill the vacant alternate seat are now available.

Placer LAFCO is pleased to announce that we received ballots from 21 special districts, exceeding the required quorum of 19 districts. This validates the election results.

Following the ballot count, Scott Wilson has been elected to fill the alternate seat for the special districts on LAFCO. Congratulations to Scott Wilson.

Thank you to all candidates for your participation and interest in serving on Placer LAFCO.

Sincerely,

*Amy Engle*

Amy Engle, Commission Clerk/Analyst  
**Placer LAFCO**

[Subject]  
August 28, 2025